



MINUTES

July 12, 2006

8:30 a.m. – 10:30 a.m.

Missouri Department of Mental Health

The 07-12-06 meeting was called to order at 8:30 a.m. by Co-Chairs Les Balty and Pat Murphy.

Agenda Items

OA Personnel Update – Gary Fogelbach, OA

-The 2007 pay plan has been put into place with a minimal amount of errors. The PAB is working on FY07 recommendations. They are working to strengthen the performance appraisal system and within grade increases. COLA recommendation for FY08 could be roughly 3.7%.

OA Accounting Update – Vandee DeVore, OA

-CitiStreet is working on issues that have come up since the switch. Statements from CitiStreet will be mailed on the 15th or 20th of the month after the end of the quarter.

-Online pay stubs are available on the MOSERS website for all employees in MOSERS. We are asking the all State Agencies to please spread the word to your staff. There are already a significant number of employees using the online stubs.

-OA is gearing up for open enrollment. The MOSERS conference will be held August 24th at the Lake of the Ozarks. There will be some changes again this year, so please have the necessary staff attend.

-Please encourage all staff to sign up for direct deposit. There are roughly 86% of state employees participating. Attached are some forms that may help encourage staff to sign up.

Mid Career Program- Dr. Guy B. Adams, University of Missouri

-Dr. Adams discussed the Mid Career options available to anyone wishing to attend classes. If you need the handouts Dr. Adams brought please contact Pam Berney @ 751-3574.

Next SHRMC Meeting: August 9, 2006, 8:30 a.m.

Location: Department of Mental Health, 1706 East Elm, Conference Room B

Meeting adjourned.

***THE HANDOUTS FOR THESE TOPICS ARE BELOW.**



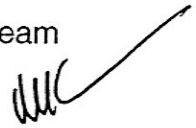
MATT BLUNT
GOVERNOR

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TO: OA Leadership Team

FROM: Michael Keathley 

DATE: May 25, 2006

RE: Mandatory Payroll Direct Deposit

Payroll direct deposit was instituted by the state to reduce the cost associated with the production, distribution and banking costs of paper checks. This method also provides convenience to employees with the automatic deposit of their net pay on payday to their selected bank account. In 1998 mandatory payroll direct deposit for new employees was implemented. Currently 87% of all state employees and 84% of the Office of Administration employees receive their pay by direct deposit.

Effective July 1, 2006 the attached OA administrative policy has been revised to mandate, as a condition of employment, payroll direct deposit for all permanent employees and all temporary employees who will be employed more than three months. You will be provided a listing of current employees that have not initiated direct deposit for their payroll. They have until August 1, 2006 to submit their direct deposit application to the OA personnel office.

With the assistance of MOSERS, we have recently implemented electronic access to payroll direct deposit advices at the MOSERS website. As we implement mandatory payroll direct deposit and provide electronic access to our pay stubs, we will significantly reduce the production and distribution costs of checks and direct deposit advices for the Office of Administration.

Please distribute this memo and the attached revised policy to your employees, with a special effort to insure that those employees on the listing you will be provided get a copy.



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

| | |
|---------------------------------|-----------------------|
| POLICY TITLE: Direct Deposit | AUTHORIZED BY: |
| POLICY : B-28 | PAGE: 1 of 1 |
| ISSUED: August 1, 1990 | REVISED: July 1, 2006 |

I. General Statement

Payroll direct deposit provides for the automatic deposit of net earnings into an employee's checking or savings account at the financial institution designated by the employee. Direct deposit is an employee benefit that is intended for employees to use on a continuous basis. The Office of Administration has mandated the use of direct deposit as a cost savings application.

II. Guidelines

- A. Direct deposit is mandatory for all permanent Office of Administration employees. All temporary employees are required to use direct deposit if their employment duration is anticipated to be greater than three months. This requirement may be waived if compliance imposes hardship as defined in 1 CSR 10-8.010.
- B. The Payroll Direct Deposit Application form collects information necessary for an employee to participate in payroll direct deposit. The employee completes the employee portion of the form and submits the application to the Department's Human Resources Office.
- C. Payroll direct deposit will be initiated approximately 15 to 31 days after a properly completed application form is received.
- D. The Office of Administration expects that direct deposit will continue indefinitely for employees once they are enrolled, but reserves the right in unusual circumstances to cancel an employee's enrollment in the direct deposit program at any time.
- E. If, for some reason, an employee needs to temporarily stop direct deposit (e.g., change of financial institutions, etc.), it is understood that the employee will take all reasonable and timely steps to re-establish direct deposit.
- F. The use of direct deposit mandated by this policy is a condition of employment with the Office of Administration. Failure of an employee to take reasonable steps to ensure that direct deposit is used could lead to disciplinary action up to and including dismissal.

TO: All OA Employees

FROM: Michael Keathley, Commissioner

DATE: April 5, 2006

RE: Pilot Program for Online Pay Information

The Office of Administration and MOSERS have developed a method for you to view your individual payroll Statement of Earnings and Deductions online through MOSERS' secured website. In order to evaluate this project, the Office of Administration has been designated as the pilot group.

In order to access the information on the website, MOSERS has provided an instructional pamphlet for obtaining your personal identification number (PIN). The pamphlet is located at http://www.mosers.org/assets/pdfs/request_password.pdf. Beginning with the April 14, 2006 payroll checks, OA employees who are members of MOSERS will be able to access their calendar year 2006 Statements of Earnings and Deductions at the "Member Login" portion of www.mosers.org. You are encouraged to obtain your password through MOSERS prior to this pay date.

The objective of the pilot is to determine if posting online pay information is a feasible alternative to printing and distributing the Statements of Earnings and Deductions for direct deposit participants. Your Statements of Earnings and Deductions will continue to be printed during the initial phase of the pilot period. The concern that some of you do not have access to the internet at work or home has already been recognized and will be evaluated during the pilot program.

Your feedback regarding this pilot is requested. Comments and questions regarding the online statement project can be directed to OAPilot@oa.mo.gov. A "Frequently Asked Questions" web page will be developed at a later time if your questions indicate it is needed.

Any **payroll** related questions should be directed through OA's Human Resources Office to LeAnn Meyer at 573-522-4169.

Get connected....

www.mosers.org

How to Request a Password

1. Go to MOSERS' website (www.mosers.org)
2. Click on "Request a Password"
3. Enter personal information
4. Click on "Submit"

**It's Fast
& Easy!**

If the personal information you enter matches our records, a password will be emailed to you within 10 minutes.

For security reasons:

- If the information you enter does **not** match our records, follow the directions on the page to request a password be mailed to your home within 5 business days.
- Passwords can **only** be requested through our website. MOSERS staff does **not** have access to passwords.



Forgot Your Password?

Don't worry, it's easy to retrieve

1. Go to MOSERS website (www.mosers.org)
2. Click on "Member Login"
3. Read the disclaimer
4. Click "Login" at bottom of page
5. Click on "Password Reminder"
6. Enter your email address
7. Enter your social security or MOSERS member number
8. Click on "Submit"

If the information you enter matches our records, your password will be emailed to you within 10 minutes.



Safe and Secure Access

- Update personal information
- Run retirement benefit estimates
- View service credit history
- View monthly and annual payroll history
- Check life insurance coverage amount
- Update life insurance beneficiary designations
- Apply for retirement benefits online
- Complete and submit forms online
- Sign up to receive information by email (i.e. newsletters, legislative updates, etc)

Missouri State Employees' Retirement System
Exceeding customer expectations...

**MOSERS.**